UT Report Card Validation

This new report now appears in the Mark Reporting menu. The UT Report Card Validation is actually 6 separate sub-reports. These reports are designed to check/validate all aspects of report card data prior to printing MidTerm/Report Cards to ensure their validity and accuracy.

Sub-Report Descriptions

• Course Credit Exceptions

Displays courses awarding more, or less, than the base credit amount. ***Note: Some courses that appear on this report are setup correctly. Please check for those that appear to be incorrect.

• Awarded Credit Discrepancy

Students/Courses appearing in this report have been awarded credit that is inconsistent with course setup.

• Validate Student GPAs

Students appearing on this list had GPA inconsistencies that were corrected or cannot be corrected due to data errors as noted by the status column next to each student. If students have inconsistencies that could not be corrected please contact your school/district technical support.

• Unposted Marks

Displays a listing of Teachers that have unposted marks for the students listed.

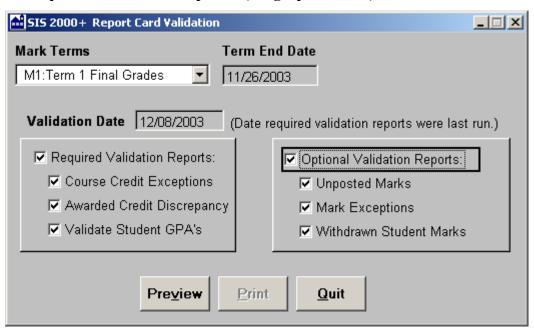
• Mark Exceptions

Students appearing on this list received marks that were not consistent with course setup.

Withdrawn Student Marks

Students appearing on this list withdrew prior to the end of the term and/or the Post Mark Date Deadline and were still awarded marks. Please verify that these marks are valid.

The reports are broken into two groups, "Required Validation Reports" and "Optional Validation Reports" (see graphic below).



Required Validation Reports

- The required reports run by default the first time data is validated for report cards in a given term.
- The required reports are disabled for Progress Terms since credit and GPAs are not a factor with MidTerms.
- Once the report card data has been validated initially, the required reports become optional for subsequent runs of the reports.

Each time the required reports are run, the "Validation Date" is recorded in the database (see graphic).

Validation Date 12/08/2003 (Date required validation reports were last run.)

Optional Validation Reports

- These reports can be run at any time.
- It is recommended that the optional reports be run prior to printing both Report Cards and MidTerm Progress reports.

Relationship To Report Card

Prior to Initial Validation

- Batch Printing of Report Cards (Printing for 2 or more students) will not be allowed if required validation reports have not been run.
- When printing for one student a warning that the Report Card data has not been validated will appear.

After Initial Validation

- Batch Printing is allowed but a warning message appears displaying the date the Report Card data was last validated and recommending that it may need to be validated again.
- Printing of single report cards is allowed with no warnings.

***Note: These warnings and safeguards remain in effect until 10 school days after the term is completed.

Validation is not required for MidTerm/Progress Reports and no warnings appear.